

Vendor Transactions Advanced Filter

Last Modified on 02/21/2023 3:27 pm EST

Searches for payables by Invoice#, PO Number, or Check# or EFT.

Invoice#: Specify the invoice# to search for and whether you want to search just within the current vendor or for all vendors.

PO Number: Specify the PO Number to search for. It searches all vendors regardless of the current vendor.

Check# or EFT: Specify the Check# or EFT to search for. It searches all vendors regardless of the current vendor. The check# does not have to have leading zeros specified.

Status: You may filter by a selected invoice status.
